

## **1017 - REDEVELOPMENT COORDINATOR**

### **NATURE OF WORK**

This is advanced professional management work planning, organizing, staffing, directing and controlling the day-to-day operations of the Redevelopment Agency as well as other development/real estate related activities outside of the two existing redevelopment districts.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

- ! Oversees the preparation of RDA agenda. Prepare Agenda items and attend all RDA meetings.
- ! Facilitates and participate in meetings regarding redevelopment and/or development related issues.
- ! Represents RDA in preparation of tax increment financing bond documents.
- ! Assists in negotiations regarding contracts, agreements and loans related to real property and development.
- ! Prepares planning /redevelopment documents and reports.
- ! Engages real estate appraisers and review appraisal reports.
- ! Assists in acquisition of real property.
- ! Oversees implementation of local relocation policy. Develops local policy. recommendations for presentation to Board and provide relocation services to displaces. Coordinates property management services.
- ! Engages consultants to conduct environmental studies and coordinate with outside legal counsel regarding findings in these reports.
- ! Coordinates demolition of structures, including preparation of contracts.
- ! Authorizes payments for RDA related invoices and when applicable review for contract compliance.
- ! Facilitates payment of other invoices through City of Miami Beach finance system.
- ! Administers professional service agreements and contracts for services.
- ! Prepares letters to commission (LTC's), memoranda and other correspondence.
- ! Serves as staff liaison to various boards and committees.
- ! Responds to requests from Commissioners/Mayor and City Manager and his staff.
- ! Interfaces with outside agencies, i.e. Housing Authority, School Board, Metro-Dade County, Legal Services, etc.
- ! Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of current theories, literature, resources, and methodologies in the field of real estate, economic development and community development.

Extensive knowledge of theories, principles, and practices of management and organizational analysis; and of management by objectives. Considerable knowledge of relevant Federal, State, and Local laws, rules, and regulations pertaining to fields of specialization.

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Knowledge of sound public relations and marketing techniques for promoting and advancing economic and community development objectives, and the ability to make effective presentations in a group or individual setting. Ability to develop programmatically valid and fiscally sound real estate and business development financing programs. Ability to disseminate effective advice regarding the identification of potential problem areas and the formulation, implementation, and attainment of organizational and departmental goals and objectives in a manner which maximizes efficiency and effective utilization of resources.

Ability to use sound judgement and discretion in devising, installing, and interpreting City policies, procedures, rules, and regulations.

Ability to identify, analyze, and increase the efficiency and effectiveness of departmental operations and interrelationships.

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a degree in Community Development, Planning, Finance, or related field. Extensive, progressively responsible experience in the management and direction of a redevelopment agency. Experience can substitute for education on a year for year basis.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

### **SUPERVISION RECEIVED**

Work is performed under general supervision and wide latitude for the exercise of independent judgment. General and specific assignments are generally received from and reviewed by an Assistant City Manager.

### **SUPERVISION EXERCISED**

Supervises, directs and is accountable for the work of supervisory, professional, technical, and clerical employees.

### **SPECIAL REQUIREMENTS**

None.

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